

Healthcare Fundamentals 1

Course Description

This course introduces students to the language of healthcare through the study of medical terminology. Emphasis is placed on learning prefixes, suffixes, root words, abbreviations, and symbols used in the medical field. Students will explore the organization of the human body and develop vocabulary related to major body systems including the gastrointestinal, respiratory, cardiovascular, integumentary, and endocrine systems. Through focused vocabulary-building and system-based modules, students will learn to recognize medical terms, identify anatomical structures, and connect terms to common diseases, diagnostic procedures, and treatments.

Prerequisites

Principles of Biomedical Sciences; Human Body Systems or Anatomy and Physiology; Medical Interventions

Course Materials

Required

- Microsoft Office or Google Docs (See the Minimum Technical Skills and Special Technology Utilized by Students)
- Reliable Internet Access
- Laptop or Desktop
- Adobe Acrobat Reader

Recommended

None

Course Goals

Upon completion of the course, students will...

- recognize and apply medical prefixes, suffixes, and root words to identify correct medical terms, spell them accurately, and match them with appropriate abbreviations and meanings.
- recall anatomical directions, body planes, and regions, identify major body systems and their parts, and select appropriate medical terms and abbreviations related to those systems.
- identify the organs of the gastrointestinal system, match medical terms to structures and diseases, and choose accurate terminology for diagnostic procedures and treatments.
- identify respiratory system components, recognize symptoms of common respiratory diseases, and select appropriate terms for treatments and procedures.
- recall structures of the cardiovascular system, label diagrams of the heart, and identify terminology associated with common diseases and interventions.
- identify the structures of the integumentary system, recognize terminology related to diseases and disorders, and select correct procedures and treatments using appropriate terms.

- identify endocrine glands, match them with their functions and hormones, and recognize related diseases and interventions using correct terminology.

Indiana Standards

- 5274.D1.1 Demonstrate the use of a medical dictionary
- 5274.D1.2 Define and properly use prefixes and suffixes with word roots and combining forms to build medical terms
- 5274.D1.3 Define medical terms
- 5274.D1.4 Locate and identify the organs within body systems and define their basic functions
- 5274.D1.5 Define and use medical abbreviations, signs, and symbols accurately
- 5274.D1.6 Define common diseases and conditions
- 5274.D1.7 Identify selected procedures, treatments, and diagnostic tests
- 5274.D1.8 Spell medical terms correctly
- 5274.D1.9 Pronounce medical terms
- 5274.D2.1 Apply basic knowledge of chemistry as pertinent to the human body
- 5274.D2.2 Identify the major body systems and the organs which comprise each of them
- 5274.D2.3 Summarize and define the basic structure and function of each of the body systems
- 5274.D2.7 Discuss and identify disease states in relation to body systems

Units of Instruction

- Unit 1: Basics of Medical Terminology
- Unit 2: The Body
- Unit 3: Gastroenterology
- Unit 4: Pulmonology
- Unit 5: Cardiology
- Unit 6: Dermatology
- Unit 7: Endocrinology

Assessments

The course includes the following assessments:

- 1 Discussion
- 7 Assignments
- 26 Quizzes

Grading / Evaluation

The final score will be shown as a percentage in Canvas and Genius. The student's school of record will determine the letter grade based on their specific grading scale.

Assessments Descriptions and Weightings

The assessments for this course are weighted as follows:

Assessments	Percentage of Final Grade
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Course Work (Discussions, Assignments, and Quizzes)	80%
Final Exam	20%
Total	100%

Instructor Contact Response Time

Contact information for the Indiana Online Instructor can be found by clicking on the Home link in the navigation menu.

The instructor will respond to student inquiries (email, text, call) **within 24 hours**. Assignments will be graded **within 48 hours (school year)** and **within 24 hours (summer)** grades will be posted.

Information about Final Exam

Coursework and the Final Exam will determine the Final Grade.

Expectations for Academic Conduct

Student Handbook

It is your responsibility to read the [student handbook](#) and contact your instructor if you have any questions.

Acceptable Use & Netiquette Policy

The [Acceptable Use Policy](#) outlines the guidelines and behaviors that all users (administrators, teachers, students and parents) are expected to follow when participating in the Indiana Online program.

Academic Integrity

Honesty is the [Indiana Online policy](#)!

CIPA

The [Children's Internet Protection Act](#) (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.

Assistance for Students with Accommodations

Indiana Online supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged.

Suggested Assistive Technologies

- Screen Readers: [VoiceOver](#) and [NVDA](#)
- Chrome Extensions: [ChromeVox](#) and [Speakit!](#)

Minimum Technical Skills and Special Technology Utilized by Students

This course is completely online. All instructional content and interaction takes place over the internet. Students should be comfortable:

- using word processing skills
- sending/receiving email with attachments
- search the internet
- upload / download files

Students should have access to Microsoft Office or have an established Google account to work on course documents.

Vendor Accessibility Statements

- [Canvas](#)
- [Genius](#)
- [H5P](#)
- [Zoom](#)
- [Adobe](#)
- [Storyline 360](#)

Canvas strives for WCAG 2.1 Level A/AA and Section 508 conformance. Regular testing (both internal and by a third party) is conducted to identify conformance issues, with processes in place for timely remediation of accessibility issues that are identified. Canvas has been evaluated by Instructure and WebAIM according to WCAG 2.1 standards and has been found to be largely conformant. Testing is regularly conducted using automated tools, assistive technology (such as screen readers, keyboard testing, etc.), and coding best practices. Third-party accessibility evaluation occurs semi-annually with internal audits conducted with each release. Mechanisms are in place for logging and fixing accessibility defects. Please see [Instructure's Voluntary Product Accessibility Template \(VPAT\)](#) for full details.

Technical Questions? Please contact the [Indiana Online Helpdesk](#).